

APPLICATION FORM FOR ASSISTANCE FROM THE AFRICAN WORLD HERITAGE FUND

This template is the original assistance request form which when sent should cover all the questions asked. It can be adjusted to accommodate aspects not covered or the length and detail of your request. It should be filled in, in English or French, and sent with supporting documents and a concept proposal as per the format provided in section C to: -

The African World Heritage Fund

1258 Lever Road
Headway Hill
Midrand, 1685
South Africa.

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E-mail: info@awhf.net

Application Closing Date: **31 July 2020**

Announcement of results: **14 December 2020**

Project implementation period: **1 April 2021 – 31 March 2022**

This application form is in three parts:

In section A: Details of your organization. *This document assumes the applicant organization is to be the beneficiary or will function as an accounting and reporting agency if the beneficiary of the fund has limited capacity to perform such.*

In section B: A description of the funding need and amounts requested

In section C: A Project Plan format to be followed

In section D: Guidelines and a Checklist of required documents.

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SECTION A: GENERAL INFORMATION

- A.1 State Party:
- A.2 Name and position of person making the request:
- A.3 Name of institution applying for assistance:
- A.4 Complete address (postal, physical, fax, telephone and email address):
- A.5 Name and position of an alternate contact person:
- A.6 Head of the requesting institution:
- A.7. Type of 2organization applying (e.g. Ministry, Parastatal, Non-profit Organisation, Community Based Organisation, Non- governmental Organisation, etc):
- A.8. When was your 2organization established?
- A.9. Registration number: (please attach proof where applicable)
- A.10. Your 2organization’s bank details:
Account Name:
Account Type:
Account number:
Bank:
Swift Code:
- A.11. Describe the main purposes and activities of your 2organization (5 lines):

SECTION B: NATURE OF ASSISTANCE

B.1 (Tick preference or give a summarised description if not covered below)

Preparatory Assistance	
Conservation/management initiatives at World Heritage property	
Entrepreneurship initiatives at World Heritage property	

Other _____



B.2 Project Title: _____

B.3 Category of Site (tick below preference)

Culture	Nature	Mixed

B.4. The project is:

- Local
- National
- Sub-regional involving a few States Parties from a region
- Regional involving most States Parties from a region
- International involving States Parties from different regions

If the project is national, sub-regional, regional or international, please indicate the countries/properties which will participate/benefit from the project:

B.6 Indicate if this project will also benefit other national and World Heritage properties, and if so, which ones and how?

B.7 How will the project benefit World Heritage site community neighbours

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B.7 Project Location:

What is the name and area where the project will be managed and/or implemented (tick and give property name in the space provided):

- a) World Heritage property , b) sites on the Tentative List , c) designated national sites d) others specify:

Name of the property _____

B.8. Justification for the project

- a) Explain why this project is critical

- b) Explain the long-lasting effect this project will have on conservation issues and sustainability

B.9 Timeframe for the implementation of the project (indicate whether estimated or fixed)

Dates: _____

Duration: _____

B.10 What is the overall budget for the Project and how much is being requested from AWHF? (indicate in US Dollars)

Overall _____

Requested from AWHF _____

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SECTION C: PROJECT PLANNING

- C.1 Context: Give a brief summary of the context within which the project is proposed?
- C2. Give a description of the project proposed?
- C3 Who are the main stakeholders of the project and its beneficiaries?
- C4 What is the overall goal of this project (also describe the means of verification for assessment of the stated goal)?
- C5 What are the Project objectives/purposes (also describe the means of verification for assessing the stated purpose)?
- C6 What are the major outputs (results or outcomes), (also describe the means of verification for assessing the stated outputs)?
- C7 What will the major activities per outputs be?
- C8 What will be the financial, human and equipment inputs be?
- C9 What elements will be developed to sustain the project and its outputs?
- C.10 Example of a work plan

Activity one ;.....		
Activities	Timeframe	Responsible agent/s
Activity two :.....		

- C.11 Who will evaluate and report to the African World Heritage Fund within six months before the project is complete and one month after the project is completed)

- C.12 State the profiles of trainers/participants, if the project foresees the participation of such people.

C.13 BUDGET BREAKDOWN

a) Provide, in the following table (in United States dollars), a detailed breakdown of costs of the individual elements of the project including, if possible, unit costs and show how these will be shared between the different funding sources.

Note: It is important to also indicate what your organisation and /or your country and/or alternative funders will be contributing to the project. *You may wish to extend the table as necessary.*

Items	Detailed USD	State Party Funds USD	Amount requested from the AWHF USD	Other sources USD	Total USD
Budget line 1					
Budget line 2					
Budget line 3					
Budget line 4					

C.15 DECLARATION

I confirm, on behalf of _____
(name of organisation responsible for the overall coordination and implementation of the project) that I am authorised to sign this declaration, and that to the best of my knowledge all answers to the questions on this form are accurate and I agree that probity inspection may be conducted in respect of our organisation. If this application is successful, this organisation will use the grant only for the purposes specified in this application and will comply with all the terms and conditions attached to the grant. I accept that false information provided by ourselves to the AWHF would nullify this application and that any funds received by us because of such false information would have to be refunded.

Name: _____

Position held in organisation:

Date: Signature:

C.16 SIGNATURE ON BEHALF OF STATE PARTY

Full name: _____

Title : _____

Date : _____

C.11. ANNEXURES

_____ (number of annexes attached to the request)

SECTION D: GUIDELINES AND CHECKLIST

D1. Funding areas

The Beneficiaries of the AWHF are African Union Member States that are party to the 1972 World Heritage Convention. Projects that are eligible for funding are those with intention to carry out work within the four broad categories below:

- The Identification and preparation of African sites for inclusion on National Tentative Lists and nomination for inscription on the World Heritage List;
- The conservation and management of sites already inscribed on the World Heritage List (including rehabilitation of properties on the World Heritage List in Danger);
- The further training of heritage experts, community custodians of sites and site managers;
- Entrepreneurial initiatives that ensure tangible benefits to local communities and contribute towards the sustainability of the site/property;
- Projects aiming at enhancing the legibility and accessibility of World Heritage properties through digital technologies.

D2. Filling in the forms

- Provide accurate information;
- Complete all relevant sections;
- Ensure that all the required supporting documents are included in your application.

D.3 Below is a checklist of the core funding areas and compulsory documents to be attached per funding request type:

CORE FUNDING REQUEST AREAS		
Preparatory assistance (national and World Heritage Site Inscription)	Conservation and management initiatives at World Heritage property	Entrepreneurship initiatives at World Heritage property
Draft report of site potential for listing	Outline of previous conservation management initiative	Business Plan (including supporting documents, if any)
Letter from relevant heritage authority supporting	Project implementation Plan	Letter from the Head of the site approving the initiative

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such listing	Letter from the Head of the site approving the initiative	Include sources & amounts of supportive funds (if any)
Project implementation plan	Include sources & amounts of supportive funds (if any)	Indication of how communities will be involved and accrue tangible benefits from the project
Include sources and amounts of supportive funds (if any)	Indication of how communities will be involved in the drafting of the plans	
Indication of how communities will be involved in the project		

- The Capacity Building and Technical support projects can either be part within a request for preparatory assistance or a part within the core funding area of conservation, management and entrepreneurship initiatives at World Heritage properties.

CAPACITY BUILDING AND TECHNICAL SUPPORT PROJECTS	
Further training of heritage experts, site managers and local communities	Awareness/education programmes for local communities and site custodians
CV's of proposed training service providers/or proof of training institutions experience	CV's of proposed training service providers/or proof of training institutions experience
CV's of experts and site managers	Detail of planned activities
Proof of course registration and /or letter of acceptance	Include sources & amounts of supportive funds (if any)
Detail of planned training	
Include sources & amounts of supportive funds (if any)	

- AWHF does not provide funding to individuals. When training funding has been approved, it is managed by the training institution of choice or nominating heritage site which can submit expenditure and progress reports to AWHF.
 - In addition to the application form and supporting documents, AWHF may require further information from you. You will be contacted when such information is required.
 - Your application must reach AWHF by the closing date and an acknowledgement of receipt letter will be sent to you. If it was received after the closing date, you will be notified. Note that no applications or attached documents will be returned to you.

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- A letter of the outcome of your application will be sent to you once recommendations have been made. If your application is successful, you will be asked to complete a funding contract and return it to the African World Heritage Fund.

Key dates:

31 July 2020	Closing date for applications
14 December 2020	Announcement of results to all applicants
1 April 2021– 31 March 2022	Period for implementation of the project

Criteria for Funding Awards

A. Funding Categories

There will be two funding categories: the Small Assistance Grants and the Standard Assistance Grant. The Small Assistance Grant is a proposal requesting funding from \$10 000 and below. This funding request shall be recommended by the Director of the AWHF to the Chairperson of the AWHF for approval. The Standard Assistance Grant is a proposal requesting funds from \$10 000 and above, which shall be subjected to a review by the AWHF Board.

B. Guidelines for funding awards for the Small Assistance Grant

The Director of the AWHF will put together a team of heritage experts in the area that the proposal seeks support not less than three and not exceeding five people (Grants Evaluation Panel). Proposals shall be circulated electronically. Based on the key funding Criteria outlined in Section D, the Grants Evaluation Panel will indicate whether the stipulated criteria have been met, where there are shortcomings and make recommendations. Based on the experts reviews the AWHF Director will make recommendations for funding support to the Chairperson of the Fund.

C. Guidelines for funding awards for the Standard Assistance Grant

The Director of the AWHF will source advice on the technical and scientific standing of the proposals from heritage experts (Grants Evaluation Panel). These reviews will be submitted with the proposals to a meeting of the Board of the AWHF. The criteria outlined in Section D will be followed.

D. Key Funding Criteria

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Proposals will be funded based on:

- How closely they match the Funds goal
- Project proposals are required to address conservation issues that are raised in the State of Conservation (SoC) reports and the decisions made by the World Heritage Committee (if any)
- Project proposals are required to be effective in the long term and responsive to sustainability issues
- The project design and implementation
- The use of innovative and cost-effective approaches
- Clearly articulated, realistic and measurable outcomes
- Meaningful roles of and close collaboration between state parties
- Meaningful roles of and close collaboration between agency submitting proposal and community
- If there should be stakeholders involved, evidence of endorsement of project by stakeholders
- Where technical support is being sought, or the project is being submitted on behalf of a community or site the lead organization's competencies, practical experience, human resources to implement the project within the proposed timeline and manage grant funds as well as develop project reports
- The capacity to leverage funding from other sources (including contributions from State Party)

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